



CHECKLIST FOR:

LAKE COUNTY VARIANCE APPLICATION (LOCAL ZONING DISTRICTS)

This checklist is to assure your application is complete so it can be processed promptly. Please use the check boxes next to each item. You will be notified within 5 working days if any key elements are missing. Be reminded that additional information may be required as the application goes through the review process.

You are welcome to schedule an **Informal Project Preview** with the Planning Department staff prior to submitting an application. This is a free service to ensure projects go as smoothly as possible from the beginning. We are more than happy to discuss your project and provide feedback!

Submit the checklist, application and fee to:

Lake County Planning Department
106 4th Avenue East
Polson MT 59860

Phone 406.883.7235
FAX 406.883.7205
Email planning@lakemt.gov

Please check that you have completed the following:

- ☐ Check to Lake County Planning Department
- ☐ Applicant Contact Information
- ☐ Local Agent/Contractor Contact Information
- ☐ Project Location/Description
- ☐ Zoning Conformance Permit Application (typically needed unless no construction or change of land use)
- ☐ Description of Requested Variance (item #5 on form), including narrative letter
- ☐ Landowner/Agent Certification and Signature(s)

Typically, the Lake County Board of Adjustment meets on the second Wednesday of each month in the Large Conference Room on the 3rd floor of the Lake County Courthouse. Requests for Board of Adjustment action, including variance applications, must be submitted to the Lake County Planning Department at least twenty-eight (28) days prior to the usual monthly meeting. All application related materials must be submitted prior to the submittal deadline.

See the department webpage for regulations and other information:
www.lakecounty-mt.org/planning

VARIANCE APPLICATION **(local zoning districts)**

Application number: _____

This application must be used for variance requests in the local zoning districts of Lake County. Attach a check payable to the Lake County Planning Department for \$500.00 for the first variance request (include a \$100 fee for each additional variance request) PLUS \$10 per adjoining property to cover the cost of certified mail for notice of public hearing, where applicable. Submit the application materials (2 copies) to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

Please check (✓) the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal, include N/A next to the box to indicate it is not required.

- ☐ **1. Applicant Contact Information** (must be a landowner with interest in the property, who is authorized to propose and conduct the proposed activities):

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone # _____

Email: _____

- ☐ **2. Local Agent/Contractor Contact Information*** (if applicable):

Name of Agent/Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone # _____

Email: _____

** If more than one agent/contractor is being used, attach a sheet containing the additional information.*

- ☐ **3. Project Location/Description:**

Property Address: _____

Subdivision, COS, or Deed Exhibit #, etc.: _____ Lot: _____ Block: _____

Section _____, Township _____ North, Range _____ West. Lot Size: _____ Acres / Square Feet (circle)

Tax ID Number: _____ Geocode: _____

Zoning District: _____ Sub-Unit: _____

- ☐ **4. Zoning Conformance Permit Application:**

A Variance Application typically must be submitted with a Zoning Conformance Permit Application, unless no construction or change of land use is proposed. Is a Zoning Conformance Permit Application attached?

- Yes or No (Circle one)

If a Zoning Conformance Application is not attached, please explain why not: _____

☐ **5. Requested Variance:**

- a) What section(s) of the applicable zoning regulations are you requesting relief from? _____
- b) Briefly, what would approval of the requested variance allow? _____
- c) Attach a narrative statement (letter) discussing the following items for the Board of Adjustment to consider when determining if the variance request should be granted:
1. The hardship peculiar to this property;
 2. How the request is the minimum necessary to alleviate the existing hardship;
 3. The effects of the proposal on neighboring properties and the public, including consideration of the compatibility of the proposal with other properties in the district and the relationship of the proposed use to the intent of the Zoning District.
- Please also discuss any applicable "standards for evaluation" and/or required findings required by the applicable zoning regulations.

☐ **6. Landowner Certification:**

By signing this application, I certify that the information being provided is true and correct to the best of my knowledge and that I am the owner of the property authorized to represent zoning related applications. I understand that the permit issued pursuant to these regulations strictly limits activities to authorized plans on file with Lake County and to all conditions of approval attached to the permit. Any changes to the proposed construction, including additional construction, would require addition review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence on the proposed project until approval has been issued by the Lake County Planning Department and/or Board of Adjustment, as applicable. If construction commences prior to issuance of the permit, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact permitting fees. Furthermore, I am familiar with the current zoning regulations that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the zoning regulations, as well as all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning Department staff, the Lake County Board of Adjustment, or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

LANDOWNER SIGNATURE(S)

DATE

Incomplete or erroneous applications will be returned to the applicant.

See following page for additional information.

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Contact:

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